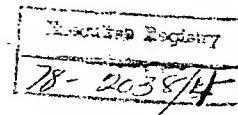


MEMORANDUM FOR: Director of Central Intelligence
FROM : John F. Blake
Deputy Director for Administration
SUBJECT : Applicant Hiring Time



1. Action Requested: For your information and approval of the recommendation in paragraph 3.

2. Background: We have analyzed who is responsible for each segment of the time required to hire applicants. Using this approach, applicants are primarily responsible for consuming an average of 88 days, the decision-makers in the offices use 50 to 90 days, the Office of Personnel needs 56 days, and the Medical and Security Offices use 75 days. (These days should not be totaled since some of the procedures are being done concurrently by those responsible.) Nonetheless, we believe certain procedures can be changed to reduce this time. Specifically:

a. Recruiters in the past followed up with applicants who had not returned their applications in 30 and 60 days, closing the case out if there was no response in 75 days. They will now follow up after 21 days (the average time taken to return the application). If there is no response, we will close out the case in another 21 days. This will reduce the time allowed applicants by four and one-half weeks.

b. Applicants procrastinate in coming in for interviews and medical and security examinations and establishing EOD dates. (The latter averages 53 days.) We will intensify our efforts to get applicants to Washington expeditiously and tell procrastinators that we will have to cancel them out if they cannot be here in a reasonable time.

c. Professional and technical applications are presently "advertised" by circulating to all offices a daily list of New Applicant File Acquisitions (see attachment). Concurrently, the application is sent to the most logical office based on the requirements of the office and the qualifications of the applicant. In spite of repeated efforts to secure decisions from the offices within the present two-week deadline, over one-quarter of the files are retained from four to ten weeks by the offices. Under the new system, the file will be retained in the Office of Personnel for ten calendar days during which time the office(s) reviews the Acquisition List and expresses interest in the file. Applicants in whom no interest is expressed will be automatically rejected in ten days rather than the 90 days it is taking now. We request that you urge the Deputy Directors to ensure that the personnel decision-makers in their offices review the New Applicant File Acquisitions List and express interest in appropriate names, and then make a decision on the files, each within the allowable ten-day period.

d. Various steps in the Office of Personnel procedures now take one to two weeks each. We are augmenting our Professional Staffing Branch (including the CT Program) to reduce each step to a maximum of three workdays.

3. Recommendation: We believe the above steps will significantly shorten the time it takes to hire applicants. It is requested that you approve the attached memorandum to the Deputy Directors urging them to hasten their part of the review and decision-making process.

John F. Blake

The recommendation contained in paragraph 3 is:

() APPROVED () DISAPPROVED

Director of Central Intelligence

30 OCT 1973

Date

Great - Next I'd like to look at ways of
reducing the number of offices in each Directorate that accept
new recruits - es place in 2000 - 1 in NIFAC - in SPT - in DDCI

STAT

Approved For Release 2005/07/14 : CIA-RDP81M00980R001900080031-0

Next 1 Page(s) In Document Exempt

Approved For Release 2005/07/14 : CIA-RDP81M00980R001900080031-0

Distribution:

Orig - Return to D/Pers
2 - DDA
1 - DCI
1 - DDCI
1 - ER
2 - SPD/OP
2 - D/Pers (1 w/held)

STAT

Originator:

[Redacted] Director of Personnel

[Signature]

STAT OP/SPD/ [Redacted]
Retyped: OD/Pers: jmk (23 Oct 78)